

Evergreen Fire District Board of Trustees Meeting

Meeting Minutes

Regular Board Meeting of May 6th, 2019 – 6:00 pm

CALL MEETING TO ORDER:

Chairman Verworn brings meeting to order at 6:01 pm.

TRUSTEES PRESENT:

Brodier Verworn Dave Adams
Randy DePaul Jack Fallon

ABSENT:

Kyle Nace

RECOGNIZE PUBLIC IN ATTENDANCE:

Fire Chief Craig Williams	James Boyce	Tommy Hodges	Kay Pitcher
Fire Marshall Ben Covington	Jared Pitcher	Josh Cox	

PUBLIC COMMENT:

At this time, public may comment on any public matter that is not on the Agenda of the Meeting and that is within the jurisdiction of the District.

(none)

FINANCIALS:

Discuss and Approve March 2019 Financials

- Fallon questioned a check that went to Sweetwater County (ambulance intercept)
- Fallon questioned payments to 2 entities; Lee & Associates and CSED (2 garnishments)
- Fallon questions items needing declared CIP vs expenditures because auditor needs to know items that should be capitalized and included on depreciation schedule.
- Fallon addresses financial losses in funds 7204 and 9428. CIP paid half of the \$80,000 for the new ambulance. 9428 paid \$40,000 for ambulance and an additional \$19,000 when the engine had to be replaced accounting for \$60,000 of the \$70,000 loss in 9428 along with increased payroll costs that weren't accounted for in the budget.
- Fallon suggests Chief Williams asks the auditor if fund 9428 should include a balance sheet in order to address capital improvements within that fund.
- Chief Williams addresses the deficit in fund 7204 and states the District has still not received revenue (approx. \$60,000) from the wildland fire in California and all wages were paid out of fund 7204.
- Fallon questions the 4212 department account (contributions/gifts considered and expense?) Chief Williams states only Christmas gifts for personnel are paid from 4212.
- Fallon questions 'higher facility expenditures' in both 7204 and 9428 than in prior years. (Repairs have included; AC, roof, security door maintenance and repair, overhead doors to name a few.)
- Chief Williams states that the facility is coming up on 10 years old and 'facility repairs' budget will have to increase.
- Fallon questions the occurrences of checks made out to 'Evergreen Fire Department' from 7204. (Payroll tax transfer from 7204 to 9428). Fallon states it should be made out to 'Evergreen Fire District'.

Motion: DePaul to approve the checks and accept the financial statement for the month of March 2019 as presented; Second: Adams; Vote: all in favor, motion carries.

PAST ITEMS/UPDATES:

1. Discuss and Approve Meeting Minutes for Regular Board Meeting of April 1st, 2019

- Adams corrects 'motion carried 5-0' and notes it should read 'motion carried 3-0'.
Approved as corrected on 5/8/2019 cj).
- Fallon asks if there are any resolutions ready for health insurance and retirement so it can start on July 1st. Chief Williams states he is waiting on attorney who has opened up several questions that haven't been considered after submitting everything for FLSA such as job description for everyone across the board; for all classifications. Ex., handbook has 3 classifications and she is proposing up to 11 classifications; administration, hydrant techs, inter-facility personnel, PRN personnel, Seasonal personnel, and etc.)
- Verworn asks if the Chief's classification will change and need approval and Chief Williams states that is correct. Verworn states that job description changes need to be voted on. Chief Williams states that establishing the classification is what needs to be determined with job description supporting the classification.
- Fallon inquires if the attorney has a recommended threshold in regard to considering personnel 'full time' for full benefits for health insurance; (i.e. 40 hrs vs. 36 hrs). Covington states that the general rule for full time in the fire service is over 196 hours in a 28 day period and below that is considered 'part-time'.
- Fallon states the 2 resolutions are independent because the District must define how many hours will be considered 'full time'. He states the benefits/contributions could be in effect July 1st regardless of job descriptions being completed unless it is for 'full time' personnel only. Chief Williams states that PRN, on-call, and hydrant tech personnel will not receive benefits. Fallon states there should be enough funds in 7204 and 9428 to cover cost of benefits until November 31st. Wage adjustments may have to occur at a later date if job descriptions are not completed by then. Chief Williams, Covington and Adams are skeptical of starting benefits on July 1st.
- Fallon suggests The District implement HRA's for personnel so that each employee can maximize the funds available. If an employee has an individual plan and the premium is \$300 then \$200 is left unused. He states an HRA will refund co-pays, premiums (and etc.) and may benefit other family members as well. Cox suggests an HSA. Fallon states an HSA works with a group plan with a high deductible and requires a contribution by employer or employee. He further states that personnel most likely can't get a group plan and so eliminates an HSA.
- Chief Williams tells the Board that if he gets the FLSA proceeding back from the attorney well before the next meeting he will seek a special meeting with Trustees.
Motion: Adams moves to accept the minutes of April 1st, 2019 with corrections as noted
Second: DePaul
Vote: All in favor, motion carries 3-0.

PROPOSALS:

(none)

RESOLUTIONS:

(none)

NEW ITEMS/UPDATES:

Chief Williams sent out an email with any updates prior to the meeting. (see email)

CHIEF'S REPORT:

1. March 2019 Call Volume

A) Comparison Incident Count by Weekday/Hour (all zones) for March 2018 & 2019

Chief Williams points out that the busiest time of the day in March was at 10 pm (not inter-facility for most part) and the busiest time in March 2018 was 9 AM and 1 PM. He states his reason for pointing this out is that call volume is extremely variable. There isn't a report or any data that can derive 'norms' for any fire or EMS department.

B) Comparison Incident Count per zone for March 2018 & 2019

Chief states there was an increase in call volume; 243 calls in March 2019 vs. 202 calls in March 2018.

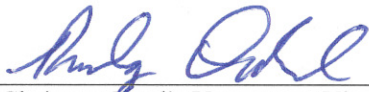
C) Comparison Incident Statistics for March 2018 & 2019

93 calls in the District in March 2019 vs. 89 March 2018 with inter-facilities almost doubling at 114 in March of 2019 vs. 64 March 2018. There were 10 fewer trips into the City of Kalispell (25 vs. 35) for March.

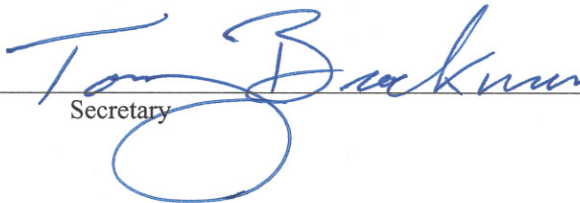
- Chief Williams states that Legislature has approved all EMS providers to give in-home health care (house-calls) and community para-medicine. This provides a potential revenue source never before been available to EMS providers.
- 2019 response times have been reduced by 17 seconds from 2018 which is below the national average. Chief Williams states that could be attributed to having 4 personnel on shift.

Adjourn at 6:48 PM.

The President of the Board of Trustees, as presiding officer of any meeting of the Board of Trustees, may close the meeting during the time the discussion relates to a matter of individual privacy; and, then, if, and only if, the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains; and, in that event, the meeting must be open.



Chairman Brodie Verworn or Vice Chair Randy DePaul



Secretary